



ADMINISTRATIVE MANUAL

SUBJECT: COMMUNICATIONS, CONTACTS AND ASSOCIATIONS (INTERNAL & EXTERNAL) Official Postings	<i>Chapter:</i> 17
	<i>Section:</i> 17.1
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	<i>Revised:</i> 1-29-03

OFFICIAL POSTINGS

I. PURPOSE:

To provide guidance regarding the required materials to be placed on Department official bulletin boards.

II. SCOPE:

Departmentwide.

III. POLICY:

A. The following are required by state and federal law to be posted on official bulletin boards:

State Requirements:

- 1) Poster MCHR-9 "Discrimination in Employment"
- 2) Poster WC-106 "Workers' Compensation" poster
- 3) Poster MODES-B-2 "Notice to Workers Concerning Unemployment Benefits"

Federal Requirements:

- 4) "Equal Employment Opportunity is the Law"
- 5) Wage and Hour Publication 1088, "Your Rights Under the Fair Labor Standards Act – Federal Minimum Wage"
- 6) Wage and Hour Publication 1420, "Your Rights Under the Family and Medical
- 7) Wage and Hour Publication 1462, "Notice: Employee Polygraph Protection Act"
- 8) OSHA Publication 3165, "Job Safety and Health Protection"



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Required by the Department to be posted:

- 9) DHSS Department Non-Discrimination Policy Statement
- 10) “And Justice for All” USDA poster
- 11) US Health and Human Services Non-Discrimination Poster

Posters will be displayed in areas where they may be seen by prospective employees and the public, and/or other appropriate places where present employees may see them.

The Americans With Disabilities Act (ADA) requires that notices of federal laws prohibiting job discrimination be available in a location that is accessible to applicants and employees with disabilities that limit mobility. Printed notices should also be made available in an accessible format, as needed, to persons with disabilities that limit their ability to read or see. Notices can be recorded on audio cassette or read to applicants or employees with disabilities that limit seeing or reading ability.

The Equal Employment Opportunity Commission (EEOC) has audio cassette recordings of the “Equal Employment Opportunity is the Law” poster available free of charge from their publications center, 1-800-669-3362 or (TDD) 1-800-800-3302.

Bureau/office/section chiefs will designate an employee within the office/building to review which posters are presently posted and to obtain posters that are needed and to make sure the poster is displayed properly and remains displayed. Worn and/or torn posters that are hard to read should be replaced.

The above named posters may be found in consolidated posters that can be purchased. All are available free of charge from the agency represented on the poster, or the poster can be downloaded and printed from the internet. Addresses, phone numbers, and internet sites are listed below.

Posters 1, 2, and 3 may be requested from the Missouri Department of Labor and Industrial Relations, Administration Services Section, P.O. Box 59, Jefferson City, MO 65104-0059 (Telephone 573-751-31940). Internet: www.dolir.state.mo.us

Poster 4 can be requested from the Equal Employment Opportunity Commission at 800-669-4000.



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Posters 5, 6, and 7 may be requested from the US Department of Labor, Wage and Hour Division at either Room 9.102B, R.A. Young Building, 1222 Spruce, St. Louis, MO 63103 (Telephone 314-539-2706); or at Gateway II, Suite 706, 400 State Avenue, Kansas City, KS 66101 (Telephone 913-551-5721)

Poster 8 can be requested from the Occupational Safety and Health Administration at either Room 420, 911 Washington, St. Louis MO 63101 (Telephone 314-425-4249) or Suite 800, 1100 Main, Kansas City, MO 64105 (Telephone 816-426-5861)

Electronic copies of items 4 through 8 may be downloaded and printed from the Internet at:
<http://www.dol.gov/osbp/sbrefa/poster/main.htm>

Items 9 through 11 can be obtained from the Department's Human Relations Officer, Office of Personnel.

- B. Other items which may be posted are recruitment announcements, exam schedules, policy statements, and other Department information of general interest to all Department employees.
- C. It is the employee's responsibility to check these boards regularly.
- D. Only authorized material may be posted on the official bulletin board.
- E. Official bulletin boards may not be used for posting materials of a personal or non-business related nature such as items to sell, political announcements, social events, etc.
- F. The Office of Personnel will keep track of what is required to be posted and will revise this policy to reflect any changes should they occur.

Prepared by:

Approved by:

Chief, Office of Personnel

Chief Operating Officer